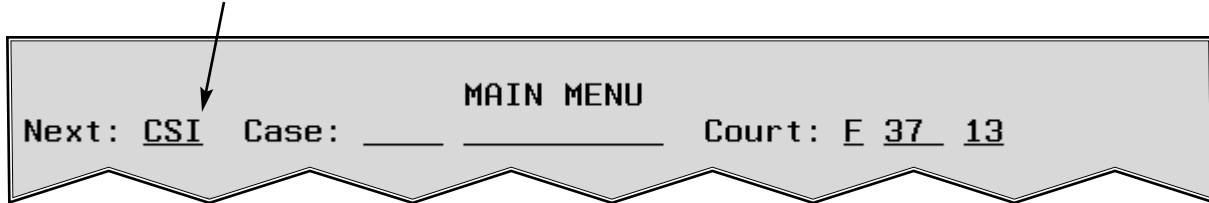


Case Initiation Criminal Proceedings

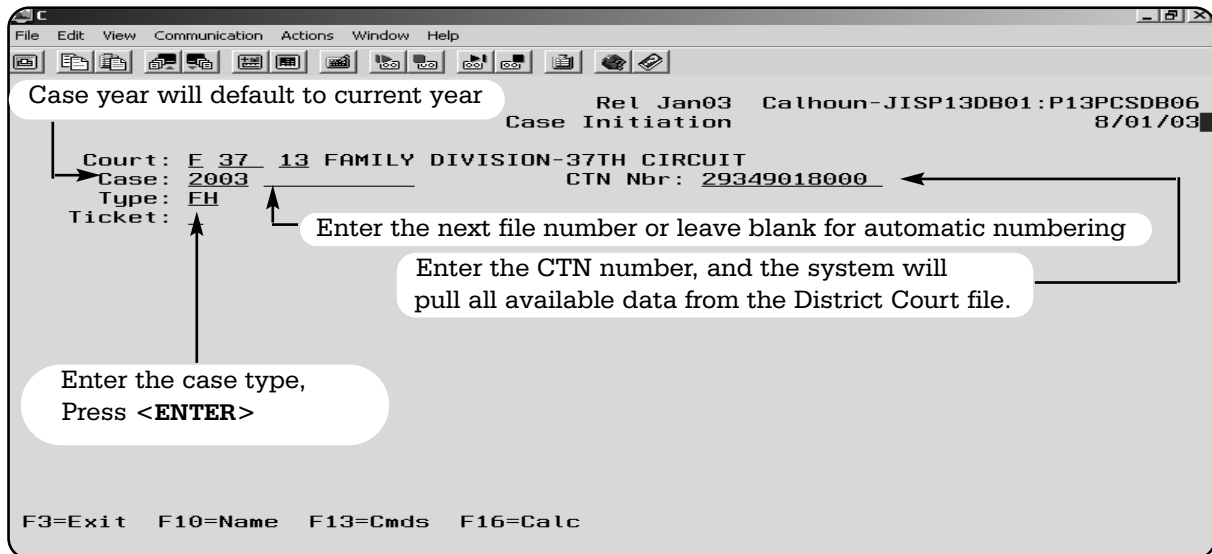
From any screen, type CSI (Case Initiation) at the Next line and press <ENTER>.



MAIN MENU

Next: CSI Case: _____ Court: E 37 13

The Case Initiation screen will be returned.



Case year will default to current year

Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Case Initiation 8/01/03

Court: E 37 13 FAMILY DIVISION-37TH CIRCUIT
Case: 2003 CTN Nbr: 29349018000
Type: FH
Ticket: _____

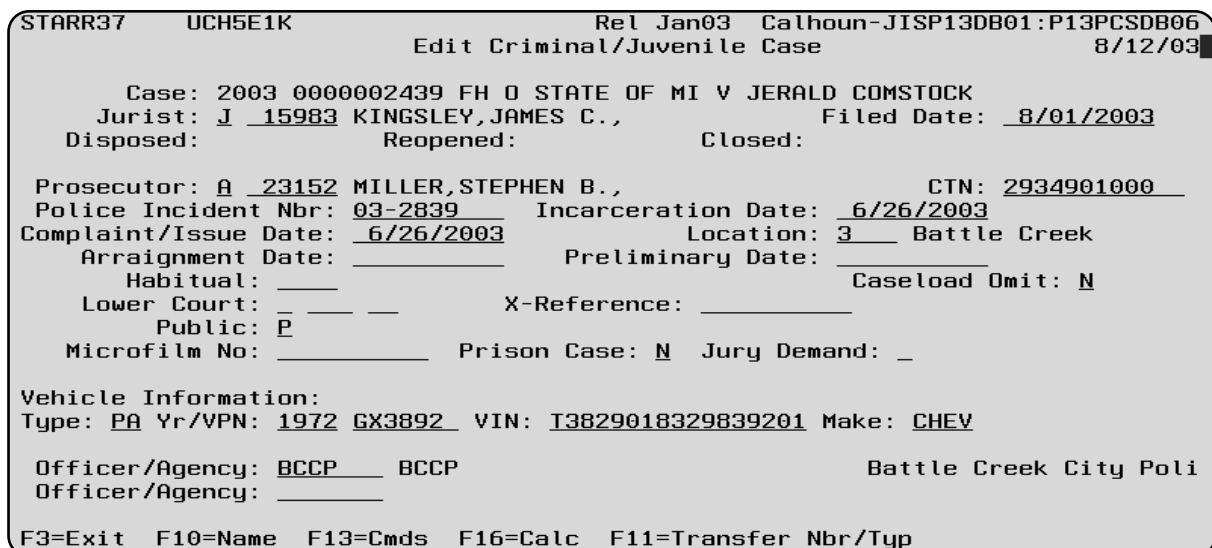
Enter the next file number or leave blank for automatic numbering

Enter the CTN number, and the system will pull all available data from the District Court file.

Enter the case type, Press <ENTER>

F3=Exit F10=Name F13=Cmnds F16=Calc

The Edit Criminal/Juvenile case screen will be displayed for processing.



STARR37 UCH5E1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Edit Criminal/Juvenile Case 8/12/03

Case: 2003 0000002439 FH 0 STATE OF MI V JERALD COMSTOCK
Jurist: J 15983 KINGSLEY, JAMES C., Filed Date: 8/01/2003
Disposed: _____ Reopened: _____ Closed: _____

Prosecutor: A 23152 MILLER, STEPHEN B., CTN: 2934901000
Police Incident Nbr: 03-2839 Incarceration Date: 6/26/2003
Complaint/Issue Date: 6/26/2003 Location: 3 Battle Creek
Arraignment Date: _____ Preliminary Date: _____
Habitual: _____ Caseload Omit: N
Lower Court: _____ X-Reference: _____
Public: P
Microfilm No: _____ Prison Case: N Jury Demand: _____

Vehicle Information:
Type: PA Yr/VPN: 1972 GX3892 VIN: T3829018329839201 Make: CHEV

Officer/Agency: BCCP BCCP Battle Creek City Poli
Officer/Agency: _____

F3=Exit F10=Name F13=Cmnds F16=Calc F11=Transfer Nbr/Typ

Field Definitions for the Edit Criminal/Juvenile Case Screen

STARR37 UCH5E1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06 8/01/03
Edit Criminal/Juvenile Case

Case: 2003 0000002439 FH 0
Jurist: J 15983 KINGSLEY, JAMES C., Filed Date: 8/01/2003
Disposed: Reopened: Closed:

Prosecutor: A 23152 MILLER, STEPHEN B., CTN: 2934901000
Police Incident Nbr: 03-2839 Incarceration Date: 6/26/2003
Complaint/Issue Date: 6/26/2003 Location: 3 Battle Creek
Arraignment Date: Preliminary Date:
Habitual: Caseload Omit: _
Lower Court: D 368 X-Reference: 03-283-FY
Public: P
Microfilm No: Prison Case: N Jury Demand: _

Vehicle Information:
Type: PA Yr/VPN: 1972 GX3892 VIN: T3829018329839201 Make: CHEV Repeat Ofnd: Y
Officer/Agency: BCCP BCCP Battle Creek City Poli
Officer/Agency:

F3=Exit F10=Name F13=Cmnds F16=Calc F11=Transfer Nbr/Typ

When you have completed the case information, press

Connected to remote server/host OSMLANS using port 23

Jurist	Judge assigned to the case.
Filed Date	Date the court received the bindover (defaults to today's date).
Prosecutor	P-number of the prosecutor assigned to handle the case.
Incarceration Date	Date the individual was incarcerated.
Complaint Date	Date of the complaint.
Location	Place where the offense occurred.
Arraignment Date	Date the district court arraignment took place.
Preliminary Date	Date of the district court preliminary exam.
Habitual	Determined by prosecutor to enhance sentencing.
Caseload Omit	Omits the case from being counted on SCAO quarterly caseload report.
Lower Court	Identifies the lower court that initially handled the case.
X-Reference	Any alpha/numeric that may assist as a cross reference to the case.
Public	Determine if case may be viewed by public or personnel who do not have authority to Non Public cases. Defaults to "P" Public. Other options are "S" Suppressed, "E" Expunged. A suppressed or expunged case will be highlighted in the "Work with Cases" screen to alert a user that the case is Non Public.
Microfilm No.	Microfilm number.
Prison Case	"Y" if the case was initiated as the result of a crime committed in prison.
Vehicle Info.	Include this information if the charge involves a repeat offender offense.
Officer/Agency	The officer and/or police agency that filed the complaint.

When you have completed the Edit Case screen, press <ENTER>. and the Select Defendant screen will be displayed.

Select Defendant Screen

CTN cross application will automatically position the name index to the full name as entered in the District Court system. It may be necessary to modify the position line to verify that the individual does not already exist with a name variation before creating and or selecting.

STARR37 UCME1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06

STARR37 UCMMDFK Select DEFENDANT

Type options, press Enter.
1=Select 2=Change 5=Display C=Cases

Name: COMSTOCK, J

Name	Gender	DOB	SSN
COMSTOCK, LAURA, ELIZABETH,			
COMSTOCK, LAURA, ELIZABETH,			
CONANT, RUSSEL H.	U		
CONANT, AIMEE, L.			
CONANT, BRIAN, S	M	2/18/1962	378-66-5871
CONANT, CHELSEY, LANE		4/24/1992	
CONANT, DERRICK,	M	7/24/1980	
CONANT, GERALD, D,			366-09-1567 +

F3=Exit F6=Create

Check to make sure that the name is not currently in the name index by entering LASTNAME, FIRSTINITIAL, and pressing **<ENTER>**

STARR37 UCME1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06

STARR37 UCMMDFK Select DEFENDANT

Type options, press Enter.
1=Select 2=Change 5=Display C=Cases

Name: COMSTOCK, J

Name	Gender	DOB	SSN
COMSTOCK, LAURA, ELIZABETH,			
COMSTOCK, LAURA, ELIZABETH,			
CONANT, RUSSEL H.	U		
CONANT, AIMEE, L.			
CONANT, BRIAN, S	M	2/18/1962	378-66-5871
CONANT, CHELSEY, LANE		4/24/1992	
CONANT, DERRICK,	M	7/24/1980	
CONANT, GERALD, D,			366-09-1567 +

F3=Exit F6=Create

Since this name is not in the name index, **<F6>** to create.

Field Definitions for the Edit Name Screen

STARR37 UCC6E1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Edit Name 8/01/03

Name: COMSTOCK, JERALD, G Adoption Name: N
Company: N
Gender: M Male Race: BA
SSN:
Date of Birth: 2/20/1962 Age: 41 Date of Death:
DLN: C289283901829 St: MI
Address: 128 EAST BECKLY ROAD
City: BATTLE CREEK St: MI Zip: 48923
Phone: Ext:
Fax:
SID#: NCIC#:
F3=Exit F10=Name F13=Cmde

Remember
It is important to enter as much information as possible to avoid duplication of a name in the name index.

Name	Name of the person you are entering, LASTNAME, FIRSTNAME, MIDDLENAME, SS
Adoption Name	Applies only to a name entered for an adoption case.
Company	Mark "Y" if this is a company and do not put commas for the name, i.e. SMITH INSURANCE COMPANY.
Gender	Gender of the person.
Race	The race of the person, if known.
SSN	Social Security Number for the individual.
Date of Birth	Enter MMDDCCYY date format. Do not use commas or slashes.
Date of Death	Enter MMDDCCYY date format. Do not use commas or slashes.
DLN	Drivers License Number
Address	Mailing address
City	City of residence
State	State of residence
Zip	Postal code for this address
Phone	Area code and number. Do not use commas or slashes.
Ext	Extension, if applicable
Fax	Area code and number. Do not use commas or slashes.
SID	State identification number assigned for fingerprints.
NCIC	Federal identification number.

Once the screen is completed press **<ENTER>**.

The name will be added to the name index, 1 to select the name as the defendant, press **<ENTER>**.

STARR37 UCC6E1K Select DEFENDANT

Type options, press Enter.
1=Select 2=Change 5=Display C=Cases

Name: COMSTOCK, JERALD, G

Name	Gender	DOB	SSN
1 COMSTOCK, JERALD, G	M	2/20/1962	
- COMSTOCK, LAURA, ELIZABETH,			
- COMSTOCK, LAURA, ELIZABETH,			
CONANT, RUSSEL H.	U		

Field Definitions for Edit Party Screen

STARR37 UC1KE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD806
Edit Party 8/01/03

Crt: F 37 13
Case: 2003 0000002439 FH Open
KINGSLEY Attorneys: MILLER - PRO PER
Filed: 8/01/2003 Disposed: Reopened: Closed:

Name Nbr: 3563837 COMSTOCK, JERALD, G Filed Date: 8/01/2003
Party: D 1 DEFENDANT Offense Date: 6/24/2003 Party Cat:
Public: Service Type: Blank
Auth Date: Auth Jurist: Petitioner:
Current Address: 128 EAST BECKLY ROAD Address Code: 3614191

BATTLE CREEK St: MI Zip: 48923
Ext: Gender: M DOB: 2/20/1962 Age: 41
DLN: C289283901829 St: MI

Association Type:
Attny: 10032 ADAMS, ALBERT H., Appt/Ret: A Notices: Y
Cmt:
Alt Type: Name: OR Mult Alt Names: _

F3=Exit F10=Name F13=Cmnds F23=Cancel Init

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Name Nbr	A unique number identifier associated to the party's name assigned by the system. <F4> prompt on this field will allow you to select or create a name.
Filed Date	Date the party is being added to the case.
Party	Type of party and number, field will default to D 1 during case initiation.
Offense Date	Date the offense was committed (mandatory).
Party Cat	Party category, probate cases only.
Public	Determine if the party may be viewed by the public or personnel not having authority to Non-Public cases. (Defaults to "P" Public)
Service Type	Juvenile process, court designated, formal, informal, permanent, or prosecutor designated are valid options.
Authorization Date	Date the juvenile petition was authorized by the Judge or Referee.
Authorizing Jurist	Judge or Referee number who authorized the juvenile petition.
Petitioner	Agency, officer or individual who signed the juvenile petition requesting the Court to take jurisdiction.

Edit Party field definitions, continued

STARR37 UCIKE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
 Edit Party 8/01/03

Crt: F 37 13
 Case: 2003 0000002439 FH Open
 KINGSLEY Attorneys: MILLER - PRO PER
 Filed: 8/01/2003 Disposed: Reopened: Closed:

Name Nbr: 3563837 COMSTOCK, JERALD, G Filed Date: 8/01/2003
 Party: D 1 DEFENDANT Offense Date: 6/24/2003 Party Cat:
 Public: Service Type: Blank
 Auth Date: Auth Jurist: Petitioner:
 Current Address: 128 EAST BECKLY ROAD Address Code: 3614191

City: BATTLE CREEK St: MI Zip: 48923
 Phone: Ext: Gender: M DOB: 2/20/1962 Age: 41
 SSN: DLN: C289283901829 St: MI

Association Type:
 Attny: 10032 ADAMS, ALBERT H., Appt/Ret: A Notices: Y
 Cmt:
 Alt Type: Name: OR Mult Alt Names:

F3=Exit F10=Name F13=Cmnds F23=Cancel Init

Connected to remote server/host OSMLANS using port 23 \\SCAO\1N65QLS on Ne03: 4:26 PM

Association Type A name associated with this party. Valid options are Guardian ad Litem (GA), Lawyer Guardian Ad litem (LG), Surety (SU), Other (OT), Parents (PA), Conservator (CO). <F4> prompt for options.

Association Number <F4> prompt to select the associated name. If name is not on the Select Name do an <F6> to create.

Attorney Enter the attorney's bar number. <F4> prompt for options.

Appt/Ret "A" if the attorney is court appointed, "R" if the attorney is retained.

Notices "Y" if this person is to receive notices on this case, "N" if this name has been entered for informational purposes, and no notices are required.

Comment Enter any comments regarding this party.

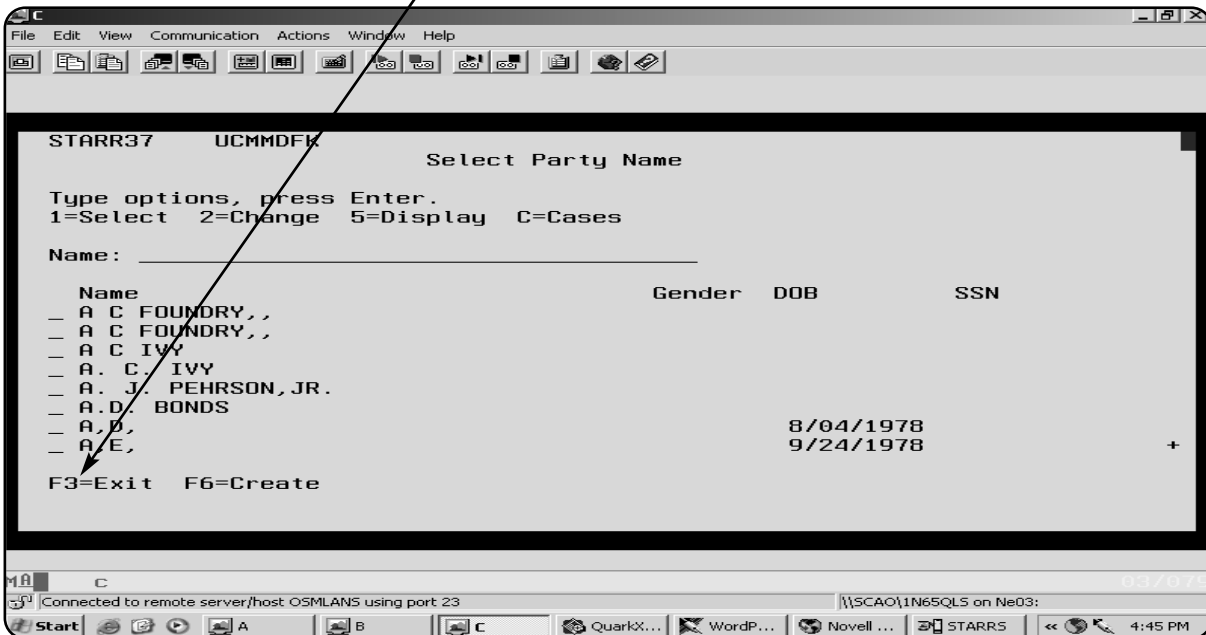
Alternate Type The alternate name type, i.e. also known as (aka), doing business as (dba). <F4> prompt for options.

Name The name number of the party's alternate name. <F4> prompt to select the alternate name. If name is not on the **Select Alternate Name** screen, do an <F6> to create.

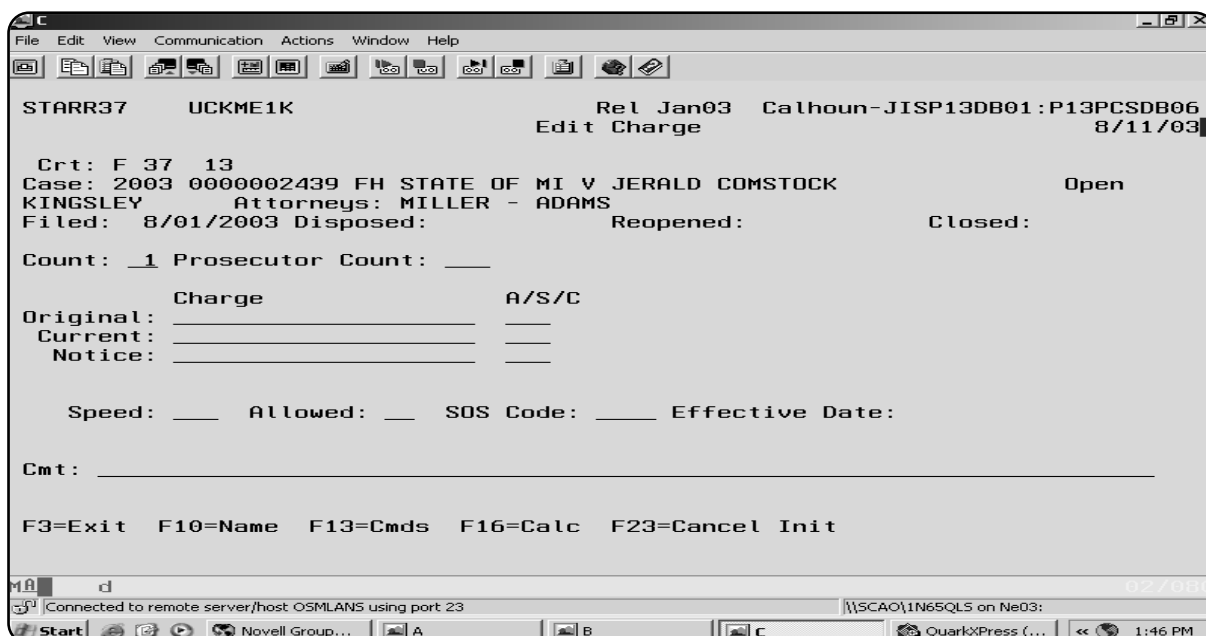
OR Mult Alt Names "Y" on this field will allow you to add numerous multiple names for this person.

Once all the information regarding the defendant is completed, press <ENTER>, the Select Party Name screen will be displayed.

Criminal case initiation will default to the Select Defendant for the first party add. But, additional parties may be added through the Select Party Name screen. The process is exactly the same as adding the defendant, except the user must designate the party type and number on the edit party screen. Since it is unlikely that a criminal case may have additional parties, the user may **<F3>** to exit the select party screen.



After exiting the Select Party Name screen the Edit Charge screen will be displayed for completion.



Field Definitions for Edit Charge Screen

STARR37 UCKME1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Edit Charge 8/11/03

Crt: F 37 13
Case: 2003 0000002439 FH STATE OF MI V JERALD COMSTOCK Open
KINGSLEY Attorneys: MILLER - ADAMS
Filed: 8/01/2003 Disposed: Reopened: Closed:

Count: 1 Prosecutor Count: ____

Charge A/S/C
Original: _____
Current: 2576256D
Notice: _____

Speed: ____ Allowed: ____ SOS Code: ____ Effective Date: ____

Cmt: _____

F3=Exit F10=Name F13=Cmnds F16=Calc

Enter the PACC code on the Current charge line (no periods are necessary) or prompt and select. (District Court interface may automatically pull in the PACC code charge information.)

SOS will update automatically based on the offense code file information

Case	Case number and case entitlement associated with this charge count.
Filed	Date the case was filed.
Disposed	Date all charges were disposed.
Reopened	Date the case was reopened.
Closed	Date the case was closed.
Count	Charge number for this offense (system assigned).
Prosecutor Count	Taken from Prosecutor Interface (when available).
Original Charge	Original PACC code for this charge (do not make an entry here unless an error was made entering the charge).
Current Charge	Enter the offense code charge for this case. May be modified if the count is changed. (D.C. interface may automatically bring in PACC # code.)
Notice	State charge code for offense notices (obtained from PACC Warrant File)
A/S/C	A=Attempted; S=Solicited; C=Conspiracy
Speed	Rate of speed listed on the ticket/charge
Allowed	The speed allowed (e.g. posted speed limit is 35, therefore the ticket will read 55/35 - 35 would be entered in the allowed field)
SOS Code	The Secretary of State Offense Code used for abstracts (as assigned to the PACC code offense code in the offense file).
Effective Date	The effective date of the SOS code (determined in SOS code file).
Cmt	Any comments you want to make regarding this count.

Edit Charge, continued

Once the PACC code is entered, press **<ENTER>**.

The charge screen will continue to appear until each charge has been entered.

STARR37 UCKME1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Edit Charge 8/11/03

Crt: F 37 13
Case: 2003 0000002439 FH STATE OF MI V JERALD COMSTOCK Open
KINGSLEY Attorneys: MILLER - ADAMS
Filed: 8/01/2003 Disposed: Reopened: Closed:

Count: 1 Prosecutor Count: ____

Charge	A/S/C
Original: 2576256D	OPER-OUIL/PER SE 3RD OFFN
Current: 2576256D	OPER-OUIL/PER SE 3RD OFFN
Notice: _____	_____

Speed: ____ Allowed: ____ SOS Code: 1020 Effective Date: 1/01/1992

Cmt: _____

F3=Exit F10=Name F13=Cmde F16=Calc

When there are no additional charges to enter press **<F3>** to exit.

STARR37 UCKME1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Edit Charge 8/11/03

Crt: F 37 13
Case: 2003 0000002439 FH STATE OF MI V JERALD COMSTOCK Open
KINGSLEY Attorneys: MILLER - ADAMS
Filed: 8/01/2003 Disposed: Reopened: Closed:

Count: 4 Prosecutor Count: ____

Charge	A/S/C
Original: _____	_____
Current: _____	_____
Notice: _____	_____

Speed: ____ Allowed: ____ SOS Code: ____ Effective Date: _____

Cmt: _____

F3=Exit F10=Name F13=Cmde F16=Calc F23=Cancel Init

After exiting the Edit Charge screen the Edit Event screen will be displayed for completion.

Edit Event Screen

The Edit Event screen is the central location for all activities pertaining to a case.

- Documents filed
- Events (i.e. Hearings, Motions, Trials)
- Court actions (i.e. Bench Warrants)
- Party/Charge actions (Dispositions)
- Scheduling
- Other (forms, financials, program/results)

Some fields may be required for completion in the processing certain events, when they are not completed the system will highlight the field that needs to be completed.

STARR37 UCIXE1K Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Edit Event 8/12/03

Crt: F 37 13 Bond: Auth: Open
Case: 2003 0000002439 FH JCK STATE OF MI V JERALD COMSTOCK
Atty: MILLER - ADAMS Worker: CHR CVA ABS
File: 8/01/2003 Dispose: Reopen: Close:

Evt: BOV Dte: 8/01/2004 Plea: Dsp: Pgm/Rslt: Monetary:
Pty: D Cnt: Attny: Jur: J 15983 Due Dte:
Cmt:
Form: Register: Receipt: Amount:

Remember
<F4> is available on most fields to display options

Schedule Next Action:
Next: Date: Time: Jur: Ctrm:
Cmt:

F3=Exit F10=Name F13=Cmnds F14=More Comments F16=Calc F20=Bonds
Event Date must be present or past date

Connected to remote server/host OSMLANS using port 23 \\SCAO\1N65QLS on Ne03: 02/08/03
Start Novell Group... A B C QuarkXPress (...) 11:01 AM

Enter the first event code and complete any other applicable fields.

Press **<ENTER>**.

The Edit Event screen will continue to display for additional events, **<F3>** to exit once events are complete.

Note: Error messages will be displayed at the bottom of the screen and indicate the field in error as highlighted. Correct the error and Press **<ENTER>**, again.

Field Definitions for Edit Event

First, lets define the event header information. Header fields are not open for input. These fields display data that currently exist on the case.

Crt: F 37 13	Bond:	Auth:	Open
Case: 2003 0000002439 FH JCK	STATE OF MI V JERALD COMSTOCK		
Atty: MILLER - ADAMS	Worker:	CHR CVA ABS	
File: 8/01/2003	Dispose:	Reopen:	Close:
Evt: _____	Dte: 8/12/2003	Plea: _____	Dsp: _____
Pty: D 1	Cnt: _____	Attny: _____	Jur: _____
Cmt: _____	Pgm/Rslt: _____ Monetary: _____		
Form: _____	Register: _____	Receipt: _____	Amount: _____

Crt	Court where the case is filed.
Bond	Code that indicates the type of bond that has been set and the last action taken on the bond. Entered at Work with Bonds and Bond Actions screen.
Auth	Date that a juvenile case/petition was authorized for filing.
Open (Case Status)	This field will change based on the status of the case as entered on the Edit Event screen. If the case has not been adjudicated (disposed), it will display as Open . When all charges are disposed with a disposition, it will display as Adju . When the case is closed it will display as Clos .
Case	Case number that this event is being entered for.
Initials	Initials of the jurist assigned to this case. The jurist is entered on the Edit Criminal/Juvenile screen.
Name	Case entitlement. Created during <i>Case Initiation</i>
Atty	Name of the prosecuting attorney for the state as entered on the Edit Criminal/Juvenile screen and the name of the defendant's attorney as entered on the Edit Party screen.
Worker	Name of the worker who has been assigned for a juvenile case.
File	The date the case was filed with the court. Entered on Edit Case screen (filed date).
Dispose	Date the case was adjudicated, all charges were disposed.
Reopen	Date the case was reopened. This date is based on a reopen event.
Close	Date the case was closed. This date is based on a closing event.

Field Definitions for Edit Event, continued

Now, lets review some of the input fields on the edit event screen.

Edit Event				8/12/03	
Crt: F 37 13		Bond:		Auth: Open	
Case: 2003 0000002439 FH JCK		STATE OF MI V JERALD COMSTOCK			
Atty: MILLER - ADAMS		Worker:		CHR CVA ABS	
File: 8/01/2003 Dispose:		Reopen:		Close:	
Evt: ____	Dte: 8/12/2003	Plea: ____	Dsp: ____	Pgm/Rslt: ____	Monetary: ____
Pty: D ____	1	Cnt: ____	Attny: ____	Jur: ____	Due Dte: ____
Cmt: _____					
Form: ____		Register: ____		Receipt: ____ Amount: ____	

<F4> prompt is available for fields other than date and comment fields

Evt	Specific event code that represents a document or action relating to the case.
Dte	Date of the event. System defaults to current date.
Plea	Used to indicate the type of plea, if any, on each charge.
Dsp	Code to determine how a charge is disposed. This information will be reviewed for caseload under "Method of Disposition".
Pgm/Rslt	Codes created to indicate results of a hearing regarding a case, or to indicate a specific program. Placing a "Y" next to this field will allow you to enter up to 999 programs and/or results.
Monetary	"Y" will take you to the Edit Monetary Orders screen to create financial orders.
Pty	The party that an event relates to (i.e.Arrestment, Bench Warrant).
Cnt	Specific charge count that an event relates to.
Attny	Attorney who represented the defendant in a court hearing or filing of a document.
Jur	Jurist who handled the hearing or who signed the order. This field will default to the jurist assigned to the case.
Due Dte	Date that the next filing is due. (Civil/Probate processing)
Cmt	Field that allows the user to type any comments. These comments will display on the Register of Actions. <F14> will allow entry of up to 999 lines of text.
Form	Form type (e.g., CC, JC, PC, MC, etc.) and form number that you are creating. This will automatically take you to form processing when you press <ENTER>.

Field Definitions for Edit Event, continued

Last, at the bottom of the screen is the Schedule Next Action area of the edit event screen. When this area of the screen is completed the information will update the jurist/courtroom calendar. This section of the screen should not be modified. A modification to this section of an event, does not update calendar information. All next action changes should be completed through the calendar detail screen.

[illegible]

Schedule Next Action

Next	Hearing type being scheduled.
Date	Date the hearing is scheduled for.
Time	Time the hearing is scheduled for, followed by A (a.m.) or P (p.m.).
Jur	Judge/referee/clerk scheduled to hold the hearing, updates their calendar. This field will default to the jurist assigned to the case, but may override with a different jurist.
Ctrm	Courtroom location for this hearing. System will default to the assigned jurist/referee's courtroom, but may override with a different courtroom location.
Cmt	Allows the user to type any comments regarding the next scheduled action. These comments will appear on the calendar, when requested.

Once all the information regarding this event is completed, press <ENTER>, the Edit Event screen will be returned for the next event. Once all events are entered, <F3> to exit.